

CHAPTER 6

Eligible Lists

6.1 Definitions

An eligible list is a list of applicants who meet the minimum qualifications for the class for which they applied, as determined under the provisions of Chapter 5, and who neither have been appointed to a position in the class nor disqualified for any of the reasons listed in the section on disqualification of applicants in Chapter 5 or in Sec. 6.6 of this chapter.

- 1 A reemployment list is an eligible list of former employees who have applied and are eligible for reinstatement or reemployment as described in Sec. 6.2.
- 2 A promotional list is an eligible list of current employees who have applied and been found qualified for promotion to a higher position, usually but not necessarily in the same class series, appointment to which is restricted to current employees as described in Sec. 5.1-3.
- 3 An open competitive list is an eligible list of applicants who have applied and been found qualified for an appointment to a class under an announcement which was not restricted as described in Sec. 5.1-3. It may consist of current employees, outside applicants or both.

6.2 Reemployment Lists

- 1 A former merit employee who satisfactorily completed his/her probation period and was separated in good standing but did not retire is eligible to be reinstated to the position or class formerly held, or to be reemployed at the same or a lower grade in any class for which he/she is qualified, for a period of one year from the date of separation. Reemployment eligibility of an employee who was laid off is governed by the provisions of Chapter 9.
- 2 Reinstatement or reemployment is not automatic or guaranteed. The former employee must apply, be certified and be accepted by department head or deputy.
- 3 Upon receipt of an application for reinstatement or reemployment and after verification of eligibility, the Human Resources Director will place the applicant's name on a reemployment eligibility list without examination, except that the Human Resources Director may require a medical examination if the position has physical demands and the Director has reason to believe that the individual may no longer be qualified to meet them.
- 4 Individuals will be ranked on the reemployment list in order of total length of service with the County, provided that:
 - a. No time served prior to any break in service of more than one year shall be counted;
 - b. Individuals who were laid off shall be ranked in accordance with the lay-off procedure;

- c. If any individuals remain tied after the above procedures have been followed, they shall be shown as tied on the eligibility list and if one is certified the number of certifications shall be increased so that all may be certified.
- 5 In addition to the reemployment list for the class held upon separation, an employee may be placed on other reemployment lists provided he/she meets the qualifications for each class, and provided that no such class is higher in grade than the position he/she held at the time of separation. He/She may compete for higher classes on the same basis as other outside applicants.
- 6 If the former employee has not been reappointed within one year from the date of his/her separation, his/her name shall be removed from all reemployment lists on which it appears, provided that if he/she has been certified from such a list for a position for which no appointment has been made that certification shall remain valid. When an employee's name is removed from a reemployment list under this provision, he/she shall be notified of this fact and advised that he/she remains eligible to apply for County employment under the conditions applicable to outside applicants.

6.3 Promotional and Open Competitive Lists

- 1 The names of applicants who meet minimum qualifications as determined by an examination, which is numerically scored shall be placed on the appropriate promotional or open competitive eligible list in order of their total scores.
- 2 Where formal examinations have not been conducted and candidates have been evaluated on the basis of education, training, experience and/or interview, applicants meeting the minimum qualifications for a class shall be grouped on the eligible list in four categories as described below. Within each category all eligibles will be considered tied.
 - a. Group 1 - Outstandingly Qualified: candidates exceed the minimum qualifications, meet all special and preferred qualifications and have significant experience at or above the level of this class.
 - b. Group 2 - Very Well Qualified: while not as qualified as those in Group 1, candidates exceed the minimum qualifications, and either meet some special or preferred qualifications or have significant experience at the level of the class.
 - c. Group 3 - Well Qualified: while not as qualified as those in Groups 1 and 2, candidates exceed minimum requirements, including experience requirements, for the class.
 - d. Group 4 - Qualified: candidates meet the minimum requirements for the class.

6.4 Duration of Eligibility Lists and Eligibility of Individuals

- 1- An eligible list normally is established for a period of three, six, nine or twelve months and may be dissolved by the Human Resources Director sooner if it no longer contains enough qualified candidates to meet immediate requirements for certification lists.
- 2- When applications are solicited for a single position or a number of positions in the same class, which are to be filled simultaneously, or nearly so, the eligible list may be dissolved as soon as the position or positions have been filled. The Human Resources Director may maintain such a list for up to six months, however, without having initially advertised an intention to do so, if it contains sufficient qualified applicants to constitute an adequate pool for any vacancies likely to occur in that class during that time frame, in which case those retained on the list will be so notified and given the option of withdrawing from the list.
- 3- At the request of a department head or designee and with respect to eligibility lists for positions entirely under that department head, the Human Resources Director may extend the duration of an open competition list to a maximum of two years and that of a promotion list to a maximum of three years. No list may be extended beyond these time limits.
- 4- When an eligibility list is dissolved prior to the expiration date in the announcement, individuals remaining on the list should be so notified.

6.5 Preference by Eligibles

- 1 Eligibles may express the following preferences:
 - a. Preference for employment in a specified department;
 - b. Preference for or against a certain geographic location;
 - c. Preference as to shift to be worked.
- 2 Such preferences shall be recorded by the Human Resources Director and may be changed by the eligible. The attention of eligibles shall be called to the fact that, by expressing a preference, they may be excluding themselves from consideration for appointment to any position not meeting the preference. However, accommodation of such preferences shall be at the sole discretion of the Human Resources Director.

6.6 Removal of Names from Eligible Lists

A name may be removed from an eligible list for any of the reasons listed in the section on disqualification of applicants in Chapter 5 or for any of the following reasons:

- 1 Appointment through certification from such list to fill a merit position.

- 2 Appointment through certification from a list for another class at the same or higher salary. At the request of the appointee, however, his/her name may be continued on any lists other than the one from which the appointment was made.
- 3 Notification from the eligible that he/she desires his/her name removed from the list.
- 4 Refusal of appointment by the eligible under such conditions as he/she previously indicated he/she would accept.
- 5 Inability to locate the eligible by mail or telephone within five business days.
- 6 Failure by the eligible to reply to inquiry from the Human Resources Director or his/her designee within five business days of the date of such inquiry.
- 7 Failure to accept appointment within three business days when offered, or to report for duty on the date prescribed by the department head or designee, provided that no candidate shall be required to report for duty less than two weeks from the date an appointment is offered.
- 8 Failure to receive appointment after three certifications for the same class.
- 9 Separation of an employee on a promotional list from the County service.
- 10 Disability that prevents the eligible from performing satisfactorily the duties of the position even with reasonable accommodation.